

# COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #23

August 25, 2008

## ***Outside Employment Disclosure Cards***

You should have recently received your semi-annual Disclosure Statement Card asking you to disclose any outside activities or work you are paid to perform. If you reported that you have outside employment, (you wrote anything other than "None" on Line 3 of the card), you also need to complete a short form that asks for additional information on the employment. After you have completed the card, or if needed the card and the form, submit them to your immediate supervisor for review. The information you provide will be reviewed to determine if your outside employment is incompatible or in conflict with your County employment. If you do not have any outside employment or activities for which you receive pay, you only need to complete Lines 1-3 on the card, and sign and date it before submitting it to your supervisor. If you have no outside activities to report, please write "None" on Line 3.

Some examples of what you need to report:

- Any work outside of your County job where you receive payment for performing the work;
- Any paid work you provide as a landlord or property manager;
- Any paid work you do for another government agency;
- Any paid work you do for the County outside of your regular job;
- Any speaker stipends;
- Any work you do as self-employment;
- Any paid work you do as a consultant.

If you are not sure if you need to report something, be on the safe side and report it.

To complete the additional form for outside employment on-line, go to [www.cosdcompliance.com](http://www.cosdcompliance.com) and click on "Outside Employment" in the drop down menu.

The due date to return the completed card and form to your supervisor is **Friday, September 5, 2008.**

If you have any questions, please contact the Compliance Office at (619) 515-4246, your Human Resources Officer, or Agency Human Resources at (619) 338-2909.

***"An ethical workplace is your right.....  
and your responsibility"***



**COMPLIANCE OFFICE**  
QUALITY ■ EFFICIENCY ■ INTEGRITY